

25 FEBRUARY 2000



Civil Engineering

**MILITARY FAMILY HOUSING
MANAGEMENT (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 51 CES/CEH (Mr. Morris)
Supersedes AFH 32-6009/51 FW Sup 1, 1 Aug 97

Certified by: 51 CES/CC (Lt Col Otis L. Hicks Jr.)
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This instruction establishes procedures for administering the military family housing management and implements AFH 32-60, *Housing*. It applies to all command sponsored personnel assigned to the 51st Fighter Wing, and designated Army and Navy personnel.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code 8013. System of records notice F030 AF LE C applies.

SUMMARY OF REVISIONS

This instruction replaces 51 FW supplement to AFH 32-6009.

1. Responsibilities:

- 1.1. Military personnel identified as command sponsored by the Manning Control Section, military personnel, and civilian employees who are filling key and essential positions (**Attachment 2**) are the only people who may apply for Military Family Housing (MFH).
- 1.2. Housing Referral Assistants will provide off-base housing referral tours to assist personnel in obtaining adequate quarters. The off-base housing referral tour will provide transportation and on site interpretation support.

2. The Application Process:

- 2.1. Manning Control will complete 51 MSS request letter (Attachment 1), in duplicate copies and forward to the 51 CES/CEH, on in-bound command sponsored personnel. The original copy of 51 MSS request letter will be filed in the applicants document file with their DD Form 1746, Application for Assignment to Housing.

2.2. The 51 CES/CEH will complete the first endorsement to 51 MSS request letter and return a copy to the Manning Control Section. The endorsement will identify the date on-base housing should be available. The Manning Control Section will advise the individual of housing status and date housing should be available. The original copy of 51 MSS request letter will be kept in the applicants file. Housing will be provided based on availability of quarters as reflected on the 1st endorsement to 51 MSS Form Letter 1 (51 MSS FL-1).

2.3. Status Change from category C. 51 MSS request letter must be submitted when personnel are upgraded to category A or B. Approved requests for category upgrades to the CSPL will not affect the incumbent and will be implemented only upon arrival of replacement personnel assigned to the upgraded CSPL position number. If family quarters are not scheduled to be available for CSPL personnel within 90 days after their arrival, the 51 SPTG/CC is authorized to terminate the housing assignment of space available personnel at the end of their guaranteed period by providing 60 days advance notice.

2.4. Termination will begin with the space available occupants who have resided in family housing the longest.

10 U.S.C. 977	Housing Categories	Military Grades
Officers	Officer Grade Housing	01 thru 05
Enlisted	Enlisted Grade Housing	E4 thru E9

3. Personnel who elect to accept and occupy a MFH unit which contains one bedroom less than authorized will be required to reside in that unit until their DEROS. The unit will be considered adequate. Member will be advised in writing of this policy and must agree before actual move in.

4. Based on the dense living environment of MFH, social visits must be limited. The usage of additional energy overtaxes the utilities, garbage disposal capability, etc., therefore, the following rules apply:

4.1. A family may have local house guests whose visits are less than 72 hours duration.

4.2. Guests from outside the Republic of Korea may be granted permission to reside in MFH for a period not to exceed 30 days.

4.3. Base passes for guest(s) will be issued IAW USFKR 190-7.1.13.

5. Military personnel and their dependents are assigned to adequate family housing as follows:

5.1. Command positions - Category A.

5.2. Key or mission essential positions - Category B.

5.3. Other CSPL positions - Category C.

5.4. Joined Spouse members with duty assignment at Osan.

5.5. Standard waiting list procedures are not applicable. Two lists are maintained, one for personnel who have been programmed housing support and one for personnel whose CSPL category is too low to guarantee housing support. Personnel in category A or B will be programmed against a housing unit as close as possible to their arrival date depending on availability of MFH. Date of arrival is the credit

date for category A and B personnel. Names will be aligned accordingly. Category C personnel will be housed on a space available basis and may remain in housing during their tour. Category C personnel may never be assigned MFH during their tour at Osan.

5.6. The following housing units are designated for incumbents of command key positions:

Quarters No.	Positions	Quarters No.	Positions	Call Sign
1071	7 AF/CC	437A	51FW/CC	Mustang 1
1065A	7 AF/CV	437B	51FW/CV	Mustang 2
1065B	DOR	437C	51OG/CC	Mustang 3
1065C	DOR	437D	51LG/CC	Mustang 5
1065D	DOR	437E	51SPTG/CC	Mustang 4
		437F	51MG/CC	Mustang 6
		D-116 (MVV)	51CG/CC	Mustang 7

5.7. Our objective is to provide support for certain active key positions of Camp Humphreys, the Battle Control Detachment and other specified Army and Navy personnel with duty assignment at Osan. An MOA identifies the key positions that will be honored for military family housing assignment. If an incumbent of a key position elects to serve an unaccompanied tour, or is single, the billet will still be considered active and family housing will be provided to the next incumbent of that position who serves an accompanied tour. Housing units will continue to be projected to an individual and will not be designated to any position listed on the MOA. Camp Humphreys unaccompanied personnel will not be housed on Osan and positions are not transferable. If not in the named billet, space available housing will not be offered. This includes command sponsored personnel with deferred travel. Turn down options are not applicable at Osan Air Base. Personnel are assigned MFH based on arrival date (except personnel who were upgraded after arrival), command sponsored category and availability of unit.

ROBERT R. DIERKER, Brigadier General, USAF
Commander

Attachment 1**SAMPLE LETTER OF HOUSING REQUIREMENTS**

(Appropriated Letterhead)

MEMORANDUM FOR 51 CES/CEH

UNIT 2129

APO AP 96278-2129

FROM: 51 MSS/MSPUM

UNIT 2097

APO AP 96278-2097

SUBJECT: Housing Requirements - Command Sponsored Personnel

1. The individual identified below occupies a position on the Osan CSPL and may be eligible for occupancy of MFH. Request your office review projected MFH and determine whether or not the member will be projected for MFH.

a. Name:

b. SSAN:

c. Grade:

d. Gaining Unit:

e. Reporting Month:

f. CSPL Category:

g. Dependent Data:

2. Request you reply by endorsement below to this office NLT.

Base CSPL Monitor

1st Ind, 51 CES/CEH

1. Category A personnel - MFH will be available _____.

2. Category B personnel - MFH will be available _____.
3. Category C personnel. MFH will _____ MFH will not _____ be available within 20 weeks. Category C personnel will only be allowed to compete for MFH when there are excess units not required by category A and B personnel. Category C personnel may never receive MFH.
4. Advise member that local economy housing can be obtained within _____ days.

(Appropriated Signature Block)

Attachment 2**SAMPLE LETTER OF KEY AND MISSION ESSENTIAL CIVILIAN POSITIONS**

(Appropriated Letterhead)

MEMORANDUM FOR 51 CES/CEH

Date:

51 MSS/DPC

FROM: CC

SUBJECT: Key and Mission Essential Civilian Positions

1. Effective immediately, personnel assigned to the following positions will be provided military family housing support during their tour of duty at Osan Air Base. The incumbent of each position is considered Key and essential and will be required to complete a two-year tour of duty and reside in AFH, if accompanied by family.

2. CSPL	POSITION TITLE
O 0432P	Civilian Personnel Officer
O 0433P	Deputy Commander, Services Squadron
O 0434	Chief, Counterintelligence Division
O 0435	Red Cross Director
O 0439P	Chief, Affirmative Employment Section

This letter supersedes 51st Support Group letter dated 6 Nov 98. A copy of this letter will be incorporated into 51 FW Sup 1 to AFH 32-6009.

(Wing Commander's Signature Block)